

Motor Vehicle Safety Checklist

Requirements	EHB 15 Reference	YES	NO	N/A	Comments
Is initial and annual review of this procedure conducted and documented?	32.4.2				
Have all individuals affected by this procedure read, understood and follow the procedure?	32.5.4				
Are all drivers familiar with general safe driving guidelines?	Attachment C				
Do all drivers have a valid drivers license?	32.3.1a				
Are all vehicles inspected monthly and prior to making a long distance trip?	32.3.1c, Attachment A				
Do employees follow motor vehicle accident reporting procedures?	32.3.2d				
Are drivers familiar with guidelines when driving at night and in rain, foggy conditions?	Attachment C				
Are drivers familiar with guidelines when driving in winter conditions?	32.3.3a-c				
Are FAA safety driving rules followed when driving on airport grounds?	32.3.8				
Are drivers familiar with guidelines when driving in hot weather conditions?	32.3.5				
Are all vehicles equipped with the necessary emergency equipment?	32.3.3c. 1-7				

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Do all Drivers of Snowmobiles and Snow Cats Vehicles comply with the requirements of this procedure?	32.3.4a-k				
Are Snow Travel Plans filed with the Station Manager prior to initiating a trip?	32.3.4g				
Do all drivers comply with procedure when crossing Railroads?	32.3.6				
Do all drivers check the vehicle and inform the supervisor regarding the travel plans prior driving off the road?	32.3.7, d Attachment A				
Do all drivers and follow safety guidelines while driving off the road?	32.3.7				
Are all drivers aware of safety precautions relevant to car jacking and tailgating?	32.3.11a,b				
Do all personnel follow the guidelines concerning the use of Cellular Phones while driving?	32.3.12				